

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Senior Teller	CLASSIFICATION CODE: 02411300
	SALARY RANGE: (318) \$29403 - \$32533	REFERENCE POSITION NO.: 5550-10700-1
	Department or Agency Name: State Colleges	APPLICATION PERIOD: 4/28/2005 - 5/5/2005
	Division/Section/Unit RI College	GRACE PERIOD ENDS 5/8/2005
	Assignment(s) / Comments PLEASE NOTE: LATERAL BIDDERS ONLY.	
	Shift and Days: Monday - Friday 8:30 am - 4:30 pm	Job Location: Campus Store, Student Union
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94	
	There is* <input checked="" type="checkbox"/> is not <input type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
Statement of Duties	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	• Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	• Medical Information:	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	DUTIES / RESPONSIBILITIES:	
	Please refer to the attached job description.	
	Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:
(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)		
EDUCATION: Such as may have been gained through: graduation from a senior high school, including or supplemented by completion of courses in commercial arithmetic; and EXPERIENCE: Such as may have been gained through: employment in a responsible capacity involving supervision of the work of persons engaged in receiving and paying money and accounting thereof; and involving personal responsibility for verification and reconciliation of records and reports. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply		Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:
	Rhode Island College, Office of Human Resources	Telephone #: 401-456-8443
	600 Mt. Pleasant Avenue, Providence, RI 02908	Fax #: 401-456-8717
	Attn: Robin Pecunioso, Manager Classified Services	TTY/TDD #: 1-800-745-5555
		(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE:**SENIOR TELLER****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To supervise and coordinate the activities of a small group of Tellers engaged in receiving and/or disbursing currency and checks according to established procedure and in maintaining simple records thereof as required, personally to perform such duties; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who reviews work for conformance to regulations, procedures, and accuracy: work is subject to internal check and to audit at undetermined intervals by departmental representatives, by state accountants and representatives of the State Controller's Office.

SUPERVISION EXERCISED: Exercises close supervision over subordinates and reviews daily work for conformity to regulations, procedures, and accuracy of work performed by examining and reconciling daily cash receipts.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and coordinate the activities of a small group of Tellers engaged in the receiving and receipting of currency and checks.

To review the work of Tellers by checking register receipts and reconcile total cash received and/or disbursed against cash on hand at start of day.

To supervise and coordinate the activities of a small group of Tellers making cash payments in accordance with established procedure to insure the proper notations on checks or other documents or records.

To make frequent checks of deposit slips and other necessary reports or records or receipts and disbursements.

As required, to personally receive and/or disburse currency and checks and perform other duties related to the work of a Teller.

To prepare necessary reports and records required in the performance of duties.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE SKILLS AND CAPACITIES: A thorough knowledge of the procedures and practices used in handling and accounting for the receipt and disbursement of monies; and the ability to apply such practices and procedures; considerable speed and accuracy in counting money; the ability to detect irregularities in checks, vouchers or similar cash items; ability to supervise and review the work of Tellers; ability to deal courteously with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by completion of courses in commercial arithmetic. **Experience:** Such as may have been gained through: employment in a responsible capacity involving supervision of the work of persons engaged in receiving and paying money and accounting thereof; and involving personal responsibility for verification and reconciliation of records and reports. **Or** any combination of education and experience that shall be substantially equivalent to the above education and experience.